



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ATTORNEY III
\$6,573 - \$8,111
LEGAL DIVISION
MULTIPLE POSITIONS
SACRAMENTO AND SAN FRANCISCO**

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES: Under the general direction of an Assistant Chief Counsel, the Attorney III will act in a lead capacity as the Department counsel in the handling of difficult and complex legal matters pending before the Department of Insurance, including: conduct of administrative litigation relating to property and casualty rate filings, insurance rating and underwriting, policy rescission, insurer claims practices, or insurance producers; review of insurer policy contracts and related forms for compliance with legal requirements; implementation of health insurance reform laws; handling of service of process and Public Record Act requests; perform legal research and provide legal opinions as needed; prepare proposed regulations for submission to Office of Administrative Law and conduct rulemaking proceedings; draft legislation and comment upon proposed legislation; provide legal assistance to internal task forces in areas including workers' compensation, senior issues, catastrophic loss and others.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in insurance regulatory law
- Direct experience in regulation of insurance, including application of the Insurance Code and related statutes and regulations
- Experience in litigation and administrative proceedings
- Experience with methods and systems of all branches of California government
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure

WHO MAY APPLY:

Applications will be accepted from current State employees at the Attorney III level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All

10/08/14 MF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to **Maria Fuentes**, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE Attorney III, PSN # 413-235-5795-XXX for San Francisco location or 413-130-5795-008 for Sacramento location ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call **Maria Fuentes** at **(916) 492-3309**.

FINAL FILING DATE: Wednesday, October 22, 2014 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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